

JOB DESCRIPTION: DEPUTY NURSERY MANAGER

Post: Deputy Nursery Manager

Reporting to: Nursery Manager/SLT

Responsible for: Nursery

OVERVIEW

The role of the Deputy Nursery Manager is to provide support to the Nursery Manager with the management and smooth running of the Nursery and to deliver the best possible environment and highest standards of care and education for the pupils.

The role of the Deputy Nursery Manager at FSM School is one of great importance. You will be in the position of introducing our children to a world away from their parents, possibly for the first time. You will be a personable, patient, kind and warm individual who can engender the trust of both small children and adults alike and you will be able to build on these early relationships to meet the developmental needs of all the children in your care across the EYFS Development matters. You will be an extremely creative person, able to respond dynamically to the needs of children and you will be energetic and enthusiastic in your ability and desire to provide a rich and changing learning environment according to the interests of your children. You will be an effective communicator, both verbally and in the written word and you will be able to liaise with parents, professionals and external agencies, providing a high level of customer care and service.

RESPONSIBILITIES

- To deliver and ensure a high standard of learning, development and care for children aged 2 - 5 years. To proactively assist the Nursery Manager with the day to day activities of the setting.
- To ensure that the Nursery is a safe, clean and tidy environment for children, staff and others.
- Develop partnerships with parents/carers to increase involvement in their child's development.
- To support and mentor junior staff within the Nursery.
- To be responsible for and carry out to a high standard any tasks delegated by the Nursery Manager.
- In the absence of the Nursery Manager, to supervise and Manage the requirements of the day-to-day running of the Nursery using initiative and a proactive approach.

Main activities:

- Overall day to day support of the Nursery Manager.
- To contribute to the efficient running of the Nursery and overall delivery of a high quality service
- To ensure that the Nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times
- To ensure that the nursery plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress
- To uphold Ofsted/ISI requirements at all times
- To understand and work to Nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- To play a part as a key Worker to a cohort of children
- To identify staff training needs and feedback to the Nursery Manager as appropriate.
- To ensure all assessments, reports and records are made and kept in accordance with the policies and procedures of FSM
- To undertake any other reasonable duties as directed, in accordance with FSM's aims and objectives.

Factors	Essential Criteria	Desirable Criteria
Education & Qualifications	Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent. Paediatric First Aid	Food Hygiene Certificate
Experience/ Knowledge	A minimum of 2 years recent experience, working in a Preschool /Nursery setting, ideally already in a senior practitioner or room leader role. Excellent working knowledge of the statutory requirements of legislation, including the EYFS Statutory Framework, Child Protection, Safeguarding, British Values, Equal	A knowledge and understanding of Tapestry. An understanding of EYE and LEA funding applications. Training and experience working with babies and toddlers would be an advantage.

	<p>Opportunities and Health and Safety.</p> <p>Knowledge and proven practical experience of implementing good quality learning opportunities.</p> <p>Excellent understanding of the EYFS Development Matters from birth to five, including the Pupil Profile.</p> <p>Experience of, and commitment to Outdoor learning and Forest School.</p> <p>The ability to respond to children's initiatives and developmental needs with creative and purposeful activities.</p> <p>The ability to run continuous provision in a Free Flow environment.</p> <p>EYFS welfare, learning and developmental requirements including the ability to carry out a two year old assessment and to identify learning needs and SEN.</p> <p>Ability to identify next steps to enable a child to develop to their potential and the ability to contribute to planning.</p> <p>The ability to monitor the Health and Safety of the Learning environment and to carry out appropriate risk assessments for learning experiences.</p>	<p>An understanding of behaviour management.</p>
Skills & Attributes	<p>The ability to promote FSM's and the Nursery aims positively.</p> <p>The ability to develop and encourage positive working relationships.</p> <p>The ability to communicate with parents, staff and children regularly and honestly.</p> <p>To be able to create a happy, challenging and effective learning environment both inside and out, differentiating for different ages and stages of development.</p> <p>The ability to work as part of a team.</p> <p>The ability to deal with conflict in an</p>	

	<p>appropriate manner.</p> <p>The ability to be reflective and learn from past experiences.</p> <p>The ability to show resilience and work under pressure.</p> <p>The ability to show empathy and understanding of children under five.</p> <p>The ability to use ICT effectively to promote teaching and learning and to monitor children's progress and to communicate with parents and carers.</p> <p>A calm and caring nature.</p> <p>The ability to work on own initiative.</p>	
Personal Qualities	<p>Reliable, approachable, open, creative, trust-worthy, committed, empathetic, enthusiastic, energetic, organised, efficient, flexible, patient, resourceful, kind, determined and to enjoy the company of children.</p>	